Pre-board Process for Centralized Selection Boards

1. REFERENCES:

- a. Enlisted Promotions and Reductions, AR 600-8-19, Chapter 4, dated 20 January 2004.
- b. Officer Promotions, AR 600-8-29, Chapter 4, dated 30 November 1994.
- c. Military Personnel Information Management/Records, AR 600-8-104, dated 27 April 1992.
- 2. PURPOSE: To outline the **basic standard** operating procedures (SOP) used to ensure all promotion packets are prepared and forwarded to the Human Resources Command (HRC) centralized promotion boards. Personnel Service Detachments (PSD) have the responsibility of referring to the regulation for rules and steps at each operating tasks outside of this SOP. This SOP **is not** all-inclusive.

3. RESPONSIBILITIES:

- a. Upon receipt of the Department of the Army message announcing the zones of consideration (Figures 1-1 thru 1-5), and receipt of the DA by-name list by PSD code (Figure 2), the following steps must be completed:
 - (1) Verify eligibility of Soldiers to determine any discrepancies
 - (2) Identify approved retirements
 - (3) Identify Soldiers who have PCS'd
 - (4) Identify Soldiers not assigned to units supported by the PSD
 - (5) Update list and notify DA of the corrections
 - (6) Identify Soldiers within 12 months of RCP
 - b. Generate a query thru eMILPO Datastore (Figure 3-1 thru 3-6).
 - (1) Identify all Soldiers within the specified zone based on the DA message.
- (2) Compare and consolidate query with the DA by name list of eligible Officers/NCOs and export into excel spreadsheet—creating an excel tracking roster (Figures 4-1 thru 4-2). The list will contain the following: Name, SSN, Rank, DOR, and BASD, UIC, arrival date, DEROS, ERUP, ETS date.
- (3) Once the query from eMILPO is exported to an excel tracking rosters, add the following columns for future tracking purposes.

- (a) Date unit was notified
- (b) Date soldier reviewed the record
- (c) Date the packets were mailed to HRC
- (d) Date the packets were received by HRC
- c. Schedule appointments for eligible Soldiers and notify the units.
- (1) Forward memorandum (Figures 5-1 thru 5-3) with list of eligible Soldiers to selected units with appointment dates to include make-up dates.
- (2) Notify unit of close out dates for Complete the Record Evaluations or mandatory Officer Evaluations, and date all documents are due to DA.
- (3) Generate Enlisted Record Briefs (ERB)/Officer Record Briefs (ORB) and notify units to review ERB/ORB (Figure 6-1 thru 6-2) at https://www.perscomonline.army.mil/index2.asp prior to the scheduled appointment.
 - d. Provide board related customer service.
- (1) Process ERBs/ORBs in accordance with (IAW), AR 600-8-104 and message instructions.
 - (2) Make a copy of the ERB/ORB prior to mailing.
- (3) Forward ERBs/ORBs and photos to the address given in message, utilizing the Department of the Army Transmittal Record, DA Form 200 (Figure 7) and return receipt portion of the form or digitally send. Place the following statement at the bottom right of ERB/ORB and have Soldier sign/date verifying that he/she reviewed their personnel records prior to the selection board:

"I HAVE REVIEWED THE INFORMATION HEREIN AND IT IS CORRECT AND COMPLETE."

SIGNATURE: Soldier's Signature

DATE: PSD POC:

TELEPHONE: DSN 777-9311

NCOIC email address at the bottom right of ERB/ORB

(4) Each week check the Interactive Web Response System (IWRS) (Figure 8) at https://www.erec.army.mil/wrs/Personnel_Data_Snapshot.htm to confirm ERB update.

- (5) Print a copy of the IWRS screen, writing the Soldier's name on the printout for supporting documentation.
- (6) Maintain a "No Show" roster and forward it to the Battalion XOs/CSMs along with make-up dates bi-monthly.
 - e. Critical steps in the follow-up process:
 - (1) Maintain continuous communication with HRC.
 - (2) After the final make-up date, forward all "No Show" ORBs/ERBs to HRC.
- (3) For those Soldiers who did not review their records, place the following statement at the bottom right hand corner of the ERB/ORB.

"NCO/OFFICER UNAVAILABLE FOR SIGNATURE AND REVIEW."

SIGNATURE: NCOIC Signature

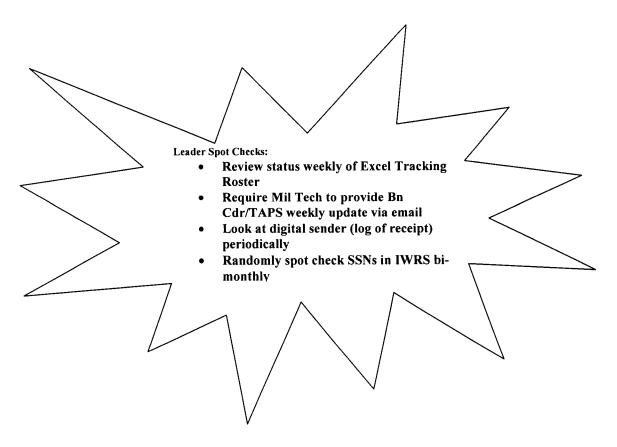
DATE: PSD POC:

TELEPHONE: DSN: 777-9311

NCOIC email address at the bottom right of ERB/ORB

- (4) Continuously update the Excel tracking roster-- follow-up, follow-up!
- f. Ensure documents are filed IAW The Army Information Records System (ARIMS), DA Pam 25-400-2 and Promotions and Reductions, AR 600-8-19. The file should contain the following:
 - (1) HRC Board announcement message.
 - (2) HRC list by PSD code (with explanation beside names if applicable).
 - (3) eMILPO generated query (with explanation beside names if applicable).
 - (4) Excel tracking roster
 - (5) IWRS printouts with Personnel Qualification Record (PQR) receipt date.
- (6) List of personnel not serviced by the PSD and the reason why (i.e. approved retirements, PCS, ETS, etc.)
- (7) Make one copy of the ORB/ERB for file prior to mailing. Prepare DA Form 200 and forward the documents to the address given in the message. Section NCOIC will track all packets forwarded to HRC Indianapolis/HRC Alexandria through the Personnel Data Snapshot (IWRS)

weekly. NCOIC will print a copy of the individual snapshots to validate that the packets were received and file with the DA Form 200's.



	PreBoard Process for Centralized Selection Boards (Checklist
Work Center	Required Action/Check	Additional Action
PSD	Receive DA Promotion Board Announcement Message	
PSD	Receive DA By-Name List: (1) Verify eligibility of Soldiers to determine discrepancies; (2) Identify Soldiers on approved retirement, PCS departed Soldiers, not assigned to PSD, and Soldier within 12 months RCP;	Update list and notify DA
PSD	Generate query thru eMILPO datastore: Compare and consolidate query with the DA By-Name list and export into excel spreadsheet	Identify Soldier within the specified zones of consideration
PSD	Utilize Excel Spreadsheet as a tracking roster to include: NAME, SSN, RANK, DOR, BASD, UIC, ARRIVAL DATE, DEROS, ERUP, ETS	Add the following columns for future tracking purposes: DATE UNIT NOTIFIED, DATE SOLDIER REVIEWED RECORD, DATE PACKET MAILED TO HRC, DATE PACKET RECEIVED AT HRC
PSD	units. Notify soldier thru unit S1s with the date of appointment by memorandum; notify units with evaluation requirements with close out dates and when all documents are due to DA	Generate ORBs/ERBs for review
PSD	Process ERB/ORB IAW AR 600-8-104 and current MILPER MSG instructions	Ensure ERBs/ORBs have required review statement with signature
PSD	Forward the promotion packets to HRC before the suspense date on current MILPER MSG; make one copy of ERB/ORB prior to mailing	
PSD	Check IWRS weekly to confirm record update	
PSD	Maintain "No Show" roster	Continuously update tracking roster
PSD	Provide Weekly update to Bn Cdr/TAPs	Recommend bi-monthly checks by
PSD	Leadership checks: randomly check SSNs in IWRS	leaders

SAMPLE

MILPER MESSAGE NUMBER: 04-006 AHRC-MSP-E CY 04 MSG PROMOTION BOARD ANNOUNCEMENT MESSAGE

Issued: [10/15/2003]

- A. AR 600-8-2, SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS), 30 OCT 87
- B. AR 600-8-19, ENLISTED PROMOTIONS AND REDUCTIONS, 2 MAY 2003
- C. AR 601-280, ARMY RETENTION PROGRAM, 31 MAR 99
- D. AR 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS, 27 APR 92
- E. AR 640-30, PHOTOGRAPHS FOR MILITARY PERSONNEL FILES, 1 OCT 91
- F. AR 623-205, NONCOMMISSIONED OFFICER EVALUATION REPORTING SYSTEM, 15 MAY 2002
- G. AR 635-200, ENLISTED PERSONNEL, 1 NOV 2000
- H. MSG HQDA, DAPE-MPE-PD, 061954Z SEP 02, RE-SEQUENCING OF THE HQDA ENLISTED CENTRALIZED PROMOTION BOARDS
- I. ANNEX E (PERSONNEL) TO THE ARMY MOBILIZATION AND OPERATIONS PLANNING AND EXECUTION SYSTEM (AMOPES) (U)
- J. MILPER MESSAGE 02-252, TAPC-FSP, PROCESSING OFFICIAL PHOTOGRAPHS IN THE DA PHOTAGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS), 23 SEP 02
- 1. THIS MILPER MESSAGE WILL EXPIRE NLT OCTOBER 2006.

2. POLICY:

- A. THIS ANNOUNCEMENT CONTAINS INSTRUCTIONS REGARDING MSG PROMOTION CONSIDERATION. CLOSE ATTENTION MUST BE GIVEN TO SPECIFIC ELIGIBILITY CRITERIA AND OTHER REQUIREMENTS CONTAINED IN THIS MESSAGE. IAW AR 600-8-19, A DA SELECTION BOARD IS SCHEDULED TO CONVENE AT THE US ARMY ENLISTED RECORDS AND EVALUATION CENTER (EREC), INDIANAPOLIS, INDIANA ON 3 FEB 04 TO CONSIDER SOLDIERS FOR PROMOTION TO MSG. CONDUCT OF THE QUALITATIVE MANAGEMENT PROGRAM IS CURRENTLY SUSPENDED IAW PROVISIONS OF REF I ABOVE. ELIGIBLE SOLDIERS WILL NOT BE CONSIDERED FOR DENIAL OF CONTINUED ACTIVE DUTY UNDER THE QUALITATIVE MANAGEMENT PROGRAM, PER CHAPTER 19, REF G, UNLESS SECTION 12302, 10 UNITED STATES CODE, IS REMOVED PRIOR TO THE CONVENE DATE OF THIS BOARD.
- B. HQDA ENLISTED CENTRALIZED PROMOTION BOARD RE-SEQUENCING.
- (1) IAW REF H, THE DCS, G1 APPROVED THE RE-SEQUENCING OF THE HQDA ENLISTED CENTRALIZED PROMOTION BOARDS. THE CURRENT SEQUENCE (MSG BOARD IN FEB, SFC/ANCOC BOARD IN JUN AND CSM/SGM/SMC BOARD IN OCT) PRESENTED CHALLENGES IN FILLING TRAINING SEATS AND CREATED SHORT NOTICE PCS NOTIFICATIONS. TO BETTER SERVE FAMILIES AND THE FORCE, THE ENLISTED CENTRALIZED BOARDS WILL BE RE-SEQUENCED.
- (2) THIS RE-SEQUENCING BEGAN WITH THE CY03 SFC/ANCOC BOARD. THIS YEAR'S MSG BOARD WILL CONSIDER SOLDIERS FOR PROMOTION TO MSG TO SUPPORT REQUIREMENTS THROUGH JANUARY 2005. THE NEXT MSG BOARD WILL BE THE FY05 MSG BOARD IN OCTOBER 2004.

Figure 1-1

- (3) TO SUPPORT BOARD RE-SEQUENCING, ZONES OF CONSIDERATION HAVE BEEN ADJUSTED ACCORDINGLY AND ARE REFLECTED IN PARAGRAPH 3 BELOW.
- C. SOLDIERS ERRONEOUSLY INCLUDED IN THE ZONES OF CONSIDERATION, IF SELECTED, WILL BE ADMINISTRATIVELY REMOVED FROM THE LIST.
- D. PROMOTION TO MSG REQUIRES A FAVORABLE NATIONAL AGENCY CHECK, LOCAL AGENCY CHECK, AND CREDIT CHECK (NACLC) OR A SECURITY CLEARANCE OF SECRET OR HIGHER.
- E. ARMY POLICY EXCLUDES SOLDIERS FROM PROMOTION CONSIDERATION ONCE THEY ARE WITHIN ONE YEAR OF THEIR RETENTION CONTROL POINT (RCP) IN THEIR CURRENT GRADE AS OF THE ANNOUNCED PROMOTION BOARD CONVENE DATE. THE PURPOSE OF THIS POLICY IS TO ENABLE THOSE SELECTED FOR PROMOTION TO COMPLETE THE TWO-YEAR SERVICE OBLIGATION PRIOR TO REACHING THE RCP AT THE NEW GRADE, TO ENSURE THAT SOLDIERS WHO ARE APPROACHING RETIREMENT ARE AFFORDED AMPLE TIME TO SOLICIT AND RECEIVE MANDATORY COUNSELING AND PROCESSING SO AS TO SEPARATE FROM THE SERVICE IN A TIMELY MANNER, AND TO ELIMINATE THE EXTENSION OF SOLDIERS BEYOND THEIR RCP WHICH WAS PREVALENT PRIOR TO THE IMPLEMENTATION OF THIS POLICY.
- 3. ELIGIBILITY CRITERIA FOR PROMOTION CONSIDERATION TO MSG: ALL ADVANCED NONCOMMISSIONED OFFICER COURSE (ANCOC) QUALIFIED SFC WITH DOR OF **3** OCT 01 AND EARLIER AND WITH A BASD BETWEEN 3 FEB 81 AND 3 FEB 96 (BOTH DATES INCLUSIVE). PRIMARY ZONE DOR IS 3 FEB 01 AND EARLIER. SECONDARY ZONE IS 4 FEB 01 THRU 3 OCT 01.
- 4. SFC IN THE FOLLOWING CATEGORIES ARE INELIGIBLE FOR CONSIDERATION FOR PROMOTION TO MSG:
- A. SOLDIERS WITH AN APPROVED RETIREMENT. REGARDLESS OF THE APPROVAL DATE AND REASON FOR SUBMISSION, SOLDIERS WILL NOT REGAIN ELIGIBILITY BY WITHDRAWING THEIR RETIREMENT AFTER THE CONVENING DATE OF THE BOARD.
- B. SOLDIERS WITH AN APPROVED DA DIRECTED DENIAL OF CONTINUED SERVICE.
- C. SOLDIERS WITH AN APPROVED LOCAL BAR TO REENLISTMENT.
- D. SOLDIERS WHO SIGNED A DCSS.
- E. SPECIAL BANDSPERSONS AS DEFINED IN AR 600-8-19, PARA 5-2.
- F. SOLDIERS WHO DO NOT POSSESS A HIGH SCHOOL DIPLOMA/GED EQUIVALENCY OR HIGHER.
- G. SOLDIERS WHO ARE INELIGIBLE TO REENLIST DUE TO COURT MARTIAL CONVICTION, CONFINEMENT, OR AWOL.
- 5. PSB/PSC/MPD MUST REPORT ELIGIBILITY STATUS CHANGES ON A CONTINUING BASIS. INCLUDE POINT OF CONTACT AND TELEPHONE NUMBER ON ALL COMMUNICATIONS.

 SEND NOTIFICATIONS VIA:
- A. FAX: DSN 699-3671, COMM (317)510-3671.
- B. E-MAIL: BDSPT@EREC.ARMY.MIL .
- 6. PROCESSING NONCOMMISSIONED OFFICER EVALUATION REPORTS (NCO-ER):
- A. COMPLETE-THE-RECORD REPORTS ARE OPTIONAL AND AUTHORIZED ONLY FOR SFC COMPETING FOR

MSG. THEY MAY BE SUBMITTED ONLY FOR SFC WHO HAVE COMPLETED AT LEAST 3 MONTHS IN THE CURRENT DUTY POSITION UNDER THE SAME RATER AS OF 30 NOV 03. ALSO, THEY MUST NOT HAVE RECEIVED A PREVIOUS REPORT FOR THE CURRENT DUTY POSITION. ALL COMPLETE-THE-RECORD REPORTS WILL CONTAIN THE FOLLOWING ENTRY FOR TYPE OF REPORT IN PART I, BLOCK G, 04, CTR/04/MSG. ENDING MONTH OF REPORT WILL BE NOV 03. REPORTS WILL NOT BE SIGNED PRIOR TO 1 DEC 03. REPORTS MUST BE SUBMITTED TO CDR, USAEREC, ATTN: AHRC-ERE, 8899 E. 56TH STREET, INDPLS, IN 46249-5301, TO ARRIVE NOT LATER THAN 16 JAN 04. ABSENCE OF SUCH A REPORT IS NOT A BASIS FOR STANDBY ADVISORY BOARD RECONSIDERATION. NCO-ERS OR COPIES SUBMITTED DIRECTLY TO THE BOARD BY A SOLDIER WILL NOT

B. COMMANDERS ARE REMINDED THAT THE 60-DAY OPTION NCOER IS AUTHORIZED UPON REQUEST FOR NCOS DEPLOYED IN THE CONTINGENCY AREA OF OPERATIONS. THESE NCOERS WILL BE PREPARED PER PARA 3-35, REF F ABOVE. SOLDIERS IN THE ZONE OF CONSIDERATION FOR PROMOTION TO MSG WHO DO NOT QUALIFY FOR COMPLETE THE RECORD NCOER (MINIMUM 90 RATED DAYS) MAY QUALIFY FOR A 60-DAY OPTION NCOER (MINIMUM 60 RATED DAYS). REPORTS MUST ARRIVE AT EREC NO LATER THAN 16 JAN 04.

7. PREPARING THE ERB:

BE ACCEPTED AND/OR REFERRED TO THE BOARD.

- A. IT IS IMPERATIVE THAT APFT AND HT/WT DATA IN SECTION IV, AND FLAG DATA IN SECTION I BE LEFT BLANK OR BLACKENED OUT ON THE ERB. CRITICAL DATA ELEMENTS SPECIFIC IN PARAGRAPH 7C MUST BE POPULATED ON THE ERB. THE DA FORM 2-1 WILL NOT BE FORWARDED WITH THE ERB.
- B. USAEREC REQUIRES AN ORIGINAL ERB. ALL PSB/PSC/MPD WILL REQUEST AN ERB FROM THEIR SERVICING PERSONNEL AUTOMATION SECTION (PAS). LAST MINUTE PEN & INK CHANGES ARE AUTHORIZED. ADDITIONALLY, CDR, USAEREC WILL PROVIDE EACH SERVICING PSB/PSC/MPD A MESSAGE OF SUPPLEMENTAL PROCESSING INSTRUCTIONS AND LISTING OF ELIGIBLE SOLDIERS. ANY PSB/PSC/MPD NOT IN RECEIPT OF THAT MESSAGE WITHIN 15 DAYS AFTER RECEIPT OF THIS MESSAGE SHOULD CONTACT CDR, USAEREC, DA SECRETARIAT, BOARD SUPPORT BRANCH, DSN 699-3690/3642/3641. TO VERIFY RECEIPT BY USAEREC OF DOCUMENTS, PSB/PSC/MPD AND/OR INDIVIDUAL NCO CAN USE THE PERSONNEL DATA SNAPSHOT (IWRS) AT (HTTP// WWW.EREC.ARMY.MIL).
- C. ERBS RECEIVED FOR PREVIOUS BOARDS CONTINUE TO CONTAIN BLANK OR INCORRECT DATA.

 PERSONNEL OFFICERS AND SOLDIERS MUST PLACE SPECIAL EMPHASIS ON RESOLUTION OF ERRORS PRIOR
 TO DISPATCHING ERB. CRITICAL DATA ELEMENTS ARE: NAME, SSN, GRADE, DOR, PMOS, SMOS,
 MIL/CIV ED CODES, DOB, BASD, AND REENL ELIG/INELIG CODES. VERIFICATION IS REQUIRED FOR
 ALL ERB SUBMITTED TO USAEREC AND MUST CONTAIN A POINT OF CONTACT, E-MAIL ADDRESS, AND DSN
 PHONE NUMBER. FAILURE TO ENSURE ACCURACY COULD HAVE AN ADVERSE EFFECT ON THE SELECTION
 OPPORTUNITY OF SOLDIERS. THE FOLLOWING STATEMENT WILL BE ENTERED IN THE LOWER RIGHT
 CORNER OR ON THE BOTTOM OF THE FRONT PAGE OF THE ERB AND COMPLETED BY THE SOLDIER TO
 INCLUDE SOLDIER'S SIGNATURE:
- IF, AFTER PROPER NOTIFICATIONS HAVE BEEN RECEIVED, THE SOLDIER CANNOT OR DOES NOT SIGN THE ERB, THE PERSONNEL OFFICER WILL COMPLETE THE CERTIFICATION BY ENTERING THE FOLLOWING STATEMENT IN THE LOWER RIGHT CORNER OR ON THE BOTTOM OF THE FRONT PAGE OF THE ERB:

"NCO WAS UN	AVAILABLE FOR	SIGNATURE AND	REVIEW."	
SIGNATURE -			- DATE	
PSB/PSC/MPD	POC		- TELEPHONE	#
PSB/PSC/MPD	EMAIL ADDRES	S		

D. ONCE AUTHENTICATED, CHECK AGAIN FOR ACCURACY.

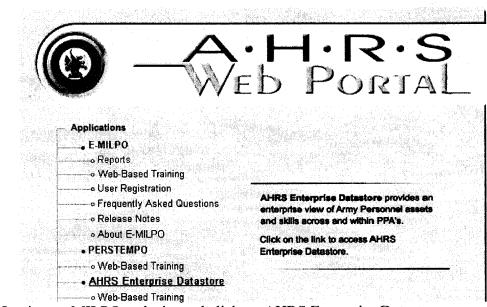
- E. ERBS ARE REQUIRED FOR ALL SFC ELIGIBLE FOR CONSIDERATION BY THIS BOARD (EXCEPT IN PARA 7F BELOW) INCLUDING THOSE UNDER SUSPENSION OF FAVORABLE PERSONNEL ACTIONS AND THOSE WHO HAVE AN APPROVED LOCAL BAR TO REENLISTMENT. THE ERB SHOULD NOT INDICATE THAT THE SOLDIER IS UNDER SUSPENSION OF FAVORABLE PERSONNEL ACTIONS.
- F. ERBS ARE NOT REQUIRED FOR THE FOLLOWING:
- (1) SOLDIERS WITH AN APPROVED RETIREMENT. NOTIFICATION OF SOLDIERS WITH AN APPROVED RETIREMENT WILL BE SENT TO CDR, USAEREC IAW PARA 5 OF THIS MESSAGE. IT WILL LIST FULL NAMES, FULL SSN, AND THE DATE THE RETIREMENT WAS APPROVED.
- (2) SOLDIERS WITH AN APPROVED DA DIRECTED DENIAL OF CONTINUED SERVICE.
- (3) SFC(P) ON A CURRENT CENTRALIZED LIST.
- G. FORWARD ERBS BY FIRST CLASS MAIL TO: CDR, USAEREC, ATTN: AHRC-EBA (MSG BOARD), 8899 E. 56TH STREET, INDPLS, IN 46249-5301, TO ARRIVE IAW USAERECBY-NAME MESSAGES. DA FORM 200 WILL BE RETURNED IF SELF-ADDRESSED AND PRE-METERED OR PRE-PAID. DA FORMS 200 WILL NOT BE RETURNED. THE ELIGIBILITY EFFORT AND COMPLETENESS OF THE NCOS' BOARD RECORDS HAS BEEN SERIOUSLY HAMPERED BECAUSE PSB/PSC/MPD HAVE FAILED TO SUBMIT 100% OF REQUIRED ERBS FOR DA BOARDS.
- H. IF NECESSARY TO DISPATCH ERB WITH ADDITIONAL/CORRECTED INFORMATION, MARK IT "CORRECTED COPY" AT THE TOP OF EACH PAGE. CORRECTED COPIES WILL NOT BE PREPARED FOR UPDATED PHOTO AND NCOER DATES. ADDITIONALLY, TOO MANY CORRECTED ERBS ARE ARRIVING JUST BECAUSE THE SOLDIER HAS NOW SIGNED. PSB/PSC/MPD MUST ENSURE SOLDIERS SIGN ERB BEFORE FORWARDING TO USAEREC IAW SUSPENSE DATES. DO NOT SEND "CORRECTED COPY" UNLESS ERB CONTAINS NEW INFORMATION.
- I. PSB/PSC/MPD WILL NOT HOLD AND BATCH ERBS. THIS PREVENTS USAEREC FROM ENCODING, RESOLVING DISCREPANCIES, AND FILING ERBS IN AN ORDERLY FASHION. TO PRECLUDE A LAST MINUTE SURGE, PSB/PSC/MPD WILL SUBMIT ERBS AS THEY ARE PREPARED.
- 8. COMMUNICATIONS TO THE BOARD:
- A. SOLDIERS IN ZONES OF CONSIDERATION MENTIONED IN THIS MESSAGE MAY WRITE TO THE PRESIDENT OF THE BOARD CALLING ATTENTION TO ANY MATTER CONCERNING THEMSELVES, THAT IS NOT ALREADY COVERED IN THEIR RECORD, THEY CONSIDER IMPORTANT TO THEIR CONSIDERATION.
- B. MEMOS MUST BE ADDRESSED TO: PRESIDENT, MSG PROMOTION BOARD, C/O CDR, USAEREC, ATTN: AHRC-EBA, 8899 E. 56TH STREET, INDPLS, IN 46249-5301; CONTAIN FULL SSN, SOLDIER'S SIGNATURE, AND MUST BE RECEIVED NLT 16 JAN 04. MEMOS RECEIVED AFTER THIS DATE, OR NOT FOLLOWING GUIDELINES IN THIS AND FOLLOWING PARAGRAPHS MAY NOT BE REFERRED TO THE BOARD.
- C. COMMUNICATIONS CONTAINING CRITICISM OR REFLECTING ON CHARACTER, CONDUCT, OR MOTIVES OF ANY INDIVIDUAL WILL NOT BE PROVIDED TO THE BOARD.
- D. MEMOS TO THE BOARD PRESIDENT, AND AUTHORIZED ENCLOSURES ARE CONSIDERED PRIVILEGED AND BECOME A PERMANENT PART OF THE BOARD'S RECORD. SOLDIERS MUST BE TOLD THAT MEMOS TO THE BOARD PRESIDENT AND ENCLOSURES ARE NOT USED TO UPDATE THE OFFICIAL MILITARY PERSONNEL FILE (OMPF).
- E. THIRD-PARTY COMMUNICATIONS ARE NOT AUTHORIZED.
- F. ALL MEMOS ARE SCREENED AND UNAUTHORIZED DOCUMENTS ARE REMOVED.

- G. NCO-ERS OR COPIES SUBMITTED TO THE BOARD BY A SOLDIER WILL NOT BE REFERRED TO THE BOARD.
- 9. UPDATING THE OFFICIAL MILITARY PERSONNEL FILE (OMPF):
- A. BOARD WILL REVIEW THE PERFORMANCE, EDUCATION AND TRAINING, COMMENDATORY AND DISCIPLINARY PORTIONS OF THE OMPF.
- B. SOLDIERS IN THE ZONE OF CONSIDERATION FOR THE CY04 MSG SELECTION BOARD, WHO POSSESS AN ARMY KNOWLEDGE ON-LINE (AKO) ACCOUNT AND PASSWORD, MAY ACCESS AND REVIEW THEIR OMPF VIA THE INTERNET. FROM ANY WEB ENABLED COMPUTER (HOME OR WORK) GO TO WWW.EREC.ARMY.MIL AND CLICK ON THE OMPF ON-LINE LINK. FOR SOLDIERS WHO DO NOT HAVE ACCESS TO THE WEB, THE OMPF CAN BE REQUESTED IN WRITING TO CDR, USAEREC, ATTN: AHRC-ERP, 8899 E. 56TH STREET, INDPLS, IN 46249-5301. REQUESTS MUST CONTAIN FULL NAME, SSN, ADDRESS WHERE OMPF IS TO BE SENT, AND SOLDIER'S SIGNATURE.
- C. OMPF UPDATE MATERIAL MUST BE FORWARDED IAW AR 600-8-104 AND RECEIVED AT USAEREC NLT 16 JAN 04. DOCUMENTS MUST CONTAIN THE SOLDIER'S FULL NAME AND FULL SSN. DOCUMENTS MUST CONTAIN THE COMPLETE 9-DIGIT SSN AS CLOSE TO THE NAME AS POSSIBLE, IF NOT PART OF THE ORIGINAL DOCUMENT.
- 10. UPDATING OFFICIAL PHOTOGRAPH: PHOTOGRAPHS SUBMITTED MUST BE IAW REF E. ALSO, IAW REF J, HARDCOPY PHOTOGRAPHS ARE STILL REQUIRED TO BE FORWARDED TO EREC DURING THE PHASE IN OF DAPMIS. SOLDIERS ASSIGNED TO AN AREA (INCLUDING HOSTILE FIRE AREAS) WHERE PHOTOGRAPHIC FACILITIES ARE NOT AVAILABLE OR CONDITIONS PREVENT THEM FROM BEING PHOTOGRAPHED, ARE TEMPORARILY EXEMPT FROM THE REQUIREMENT TO HAVE A PERIODIC PHOTOGRAPH TAKEN IAW REF E. ADDRESS PHOTOGRAPHS TO CDR, USAEREC, ATTN: ARHC-EBA, 8899 E. 56TH STREET, INDPLS, IN 46249-5301. EREC MUST RECEIVE PHOTO NLT 16 JAN 04.
- 11. THE ABOVE INFORMATION MUST BE DISSEMINATED PROMPTLY TO ALL LEVELS OF COMMAND, PSB/PSC/MPD PERSONNEL, AND ALL ELIGIBLE SOLDIERS.
- 12. POINTS OF CONTACT:
- A. QMP APPEALS: MS. WILLIS, DSN 699-3684.
- B. NCO-ER POLICY: SGM WYLIE, DSN 221-8009.
- C. NCO-ER SUBMISSION: MSG ADAMS, DSN 699-3696.
- D. EREC, BOARD ELIGIBILITY SECTION: MS. PEREDO/MS. BROWN/MS. BLYTHE, DSN 699-3641/3642/3691.
- E. EREC, BOARD SUPPORT: MS. OSTACK, DSN 699-3694.
- F. ERB SUBMISSION: MR. KING/MR FOY, DSN 699-3693/3733.
- G. PHOTO SUBMISSION: MS. PORTER, DSN 699-3650
- H. PROMOTION POLICY: MR. EDWARDS, DSN 221-3967.
- I. OMPF DOCUMENTS: EREC CUSTOMER SERVICE CENTER, TOLL FREE 1-866-771-6357 OR DSN 699-3361/3735.

http://PERSCOMND04.ARMY.MIL/MILPERmsgs.nsf/All+Documents/04-006?OpenDocument

Eligible NCOs for The FY04 MSG Board

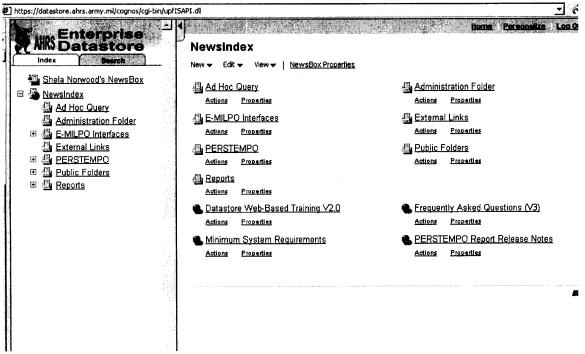
				Last Photo	Last NCOER	CTR	
NAME	PMOS	UIC	PQR	Date	Date	NCO	STATUS
AGUARO TOLIN AND TOLIN	5.71	JOHN AV		7.50			ES PETIBEMENTA
AKOI FORKPA MAWOLOYAN	92W	NBRAA	*	Table A.C.			
ALCANTARA ERNESTINE E	91W	BHST0	*				
ATKINS LEROY FITZGERALD	74D	GFSAA	*				
ATTERBERRY VICTOR LEVERN	91J	BHUA0	*				
ATTWOOD AMBROSENE LORETTA	91W	BHST0	*				
BARNES MERIKA LAJEAN	74D	A8WAA	*				
BELL DUANE WILLIAM	55B	B44AA	*		0210		
BERNDT DAVID KURT	74D	A8WAA	*		02.10		
BISHOP WILLIAM JOSEPH	31W	HSTA0	*		0207		
BLACKETT JOHNNY GORDON	88N	NBRAA	*		020.		
BLANCHETTE ANGELINA	42L	NBRAA					
BOND WILLIAM DAVID	74D	AZJAA	*		0210		
		CCJAA	*		0209		
BOWERS JESSEE DUANE	92R		*		0209		
BRECKINRIDGE JAMES WILLIAM	31B	BW7AA	*				
BREWER WILLIAM JOSEPH	91K	BHUB0					
BRIGHT VINCENT JEROME	42A	DKHAA					
BROWN BARRY BERNARD	11B	6B1AA	•		0000		
BURKE STEPHEN PETER	91W	BHSA0			0209		
CARNETT DANIEL JOHN	63B	HSTA0	•				
CHAVES PAULA		BHSA0					
CHESTER ALBERT LEE	42A	BW7AA	*	*****			
CHOW STEVEN MEI	92G	BXPAA		*9804			
COLLIER LUCY ANNETTE	91J	BHUB0	*				
COMFORT DAVID LLEWELLYN	45K	DCTAA	*				
COMPTON DWAYNE EARL	92G	HSTB0	*				
COX MARK KELLY	31W	HSTC0	*		0208		
CRAWFORD TERANCE	31W	HSTC0	*		0209		
CROSKEY STACEY DWAYNE	31W	CEEAA	*				
CUATT MARK ARTEMAS	79S	BW7AA					
CUMMINGS ROBERT LYNN	92Y	NBRAA		*9610			
DAIGLE MICHAEL GEORGE	31B	BW7AA	*				
DAVIS ANTHONY STUART	63B	AZJAA	*				
DAVIS CHANDRA LISETTE	88N	DCTAA					
DAVIS SHERRY MARIE	92Y	NBRAA	*				
DAWSON SHARI VENISE	42A	NBRAA		*9704			
DEBARGE KEITH ADAM	27D	DCTAA	*				
DEJESUS ENRIQUE	63H	NBRAA	*				
DENSON VENESIA MONIQUE	63H	NBVX1	*		0208		
DUKE JAMES ELLIOT	31W	HSTB0	*				
DUVALL JAY	62B	NBRAA	*				
DYER PATRICK SEAN	31B	BW7AA	*				
EATON DEBRA	91S	BRSAA	*				
EVANS PAULA WIMBERLY	74D	BW7AA	*				
EVERETT WILLIAM GERALD	92G	BXYAA	*		0208		
FIELDS CARL	88M	6B1AA	*				
FULLARD MYRNA CHRISTINA	92Y	6B1AA	*				
FULLER DONNA DELENA	31W	HSTA0	*		0208		
GAILLARD JEROME A	74D	A8WAA	*				
GAMMON ROBB RENE	31S	CE4AA	*				



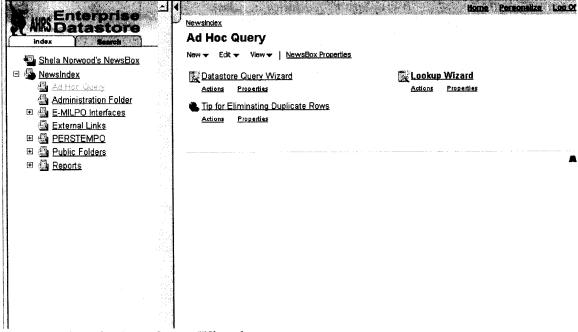
Step 1: Login on eMILPO web site and click on AHRS Enterprise Datastore

Please enter your User ID and Password: User ID: Password: Log On Clear Minimum System Requirements Web-Based Training

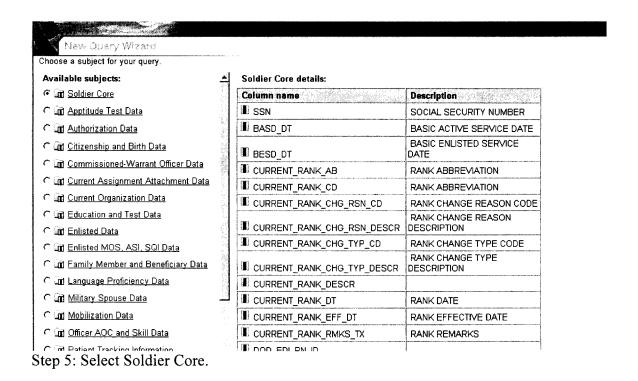
Step 2: Log on using your AKO user ID and password. Click Log On Figure 3-1

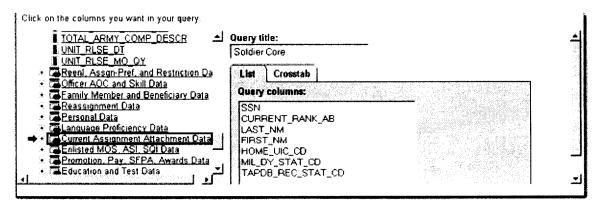


Step 3: Select Ad Hoc Query

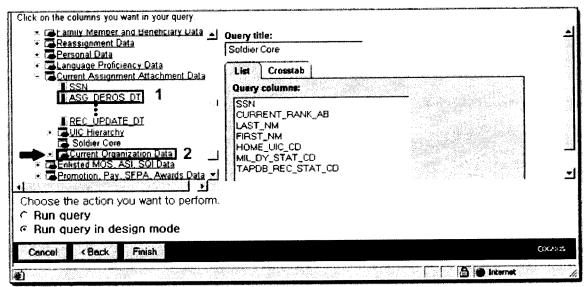


Step 4: Select the Data Query Wizard

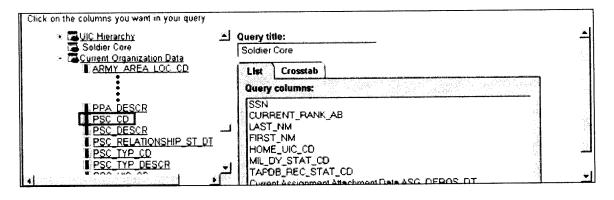




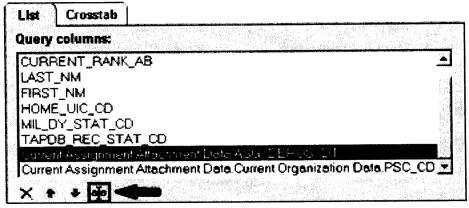
Step 6. Scroll down the list and expand Current Assignment Data by clicking "+ "Sign right next to red arrow.



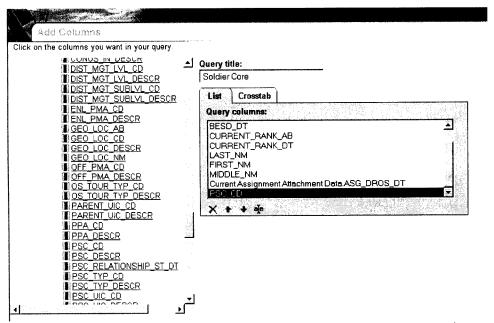
Step 7. Once you expand Current Assignment Attachment Data, select ASG_DEROS_DT (Number 1 in the picture) then scroll down and expand Current Organization Data by clicking on "+" sign where red arrow is pointing (Number 2 in the picture).



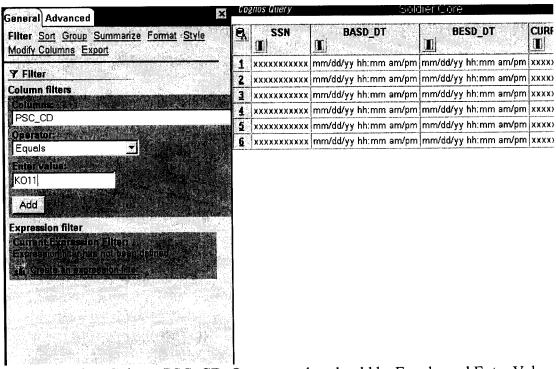
Step 8. Select PSC_CD.



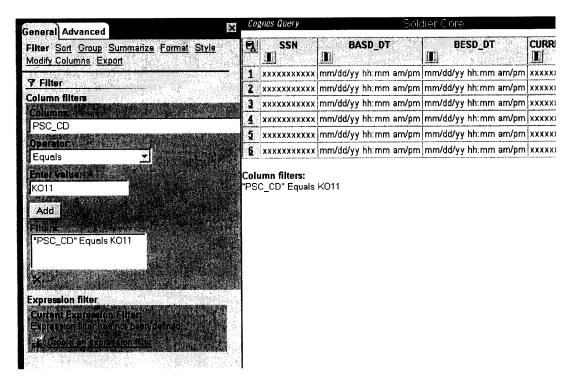
To rename a column, select columns you want to rename and click on "a|e" button. Figure 3-4



Step 9. Once you have renamed columns, Click Finish Button to continue.



Step 10. Select Column PSC_CD, Operator value should be Equals, and Enter Value—should be your PSD code.



Step 11. Click Add button.

Cogno:	s Query				Soldier Core			
	SSN	BASD_DT	BESD_DT	CURRENT_RANK_AB	CURRENT_RANK_DT	LAST_NM	FIRST_NM	MIDDLE_P
1	5	4/17/86 12:00AM	4/17/86 12:00AM	SGM	6/1/03 12:00AM	STONE	DAVID	NULL
2		6/6/85 12:00AM	6/6/85 12:00AM	SFC	4/1/00 12:00AM	COX	MARK	KELLY
3		3/20/99 12:00AM	3/20/99 12:00AM	SGT	10/1/02 12:00AM	MCDONALD	LEKISHA	ANN
4	5	10/31/90 12:00AM	2/14/90 12:00AM	SSG	2/1/04 12:00AM	KASHIF	OMAR	AHMADHAS
1	TIUUTETOE	5/23/02 12:00AM	NULL	2LT	12/5/02 12:00AM	JONES	CHAD	L
6		6/12/96 12:00AM	NULL	MAJ	6/12/02 12:00AM	ROBBINS	TZVI	NULL
e Zide		6/29/88 12:00AM	NULL	1LT	7/11/03 12:00AM	MATEEN	JUSTINA	RENEE
8 1		11/17/87 12:00AM	NULL	CPT	10/1/00 12:00AM	GAGNET	MICHAEL	S
2	G-2007 100	9/6/84 12:00AM	8/23/84 12:00AM	MSG	1/1/04 12:00AM	MULLER	CANDY	VIDAL
10	20400207	9/25/90 12:00AM	1/11/90 12:00AM	SFC	6/1/02 12:00AM	JACKSON	MATTHEW	OLIN
11	50 110001	10/2/82 12:00AM	7/29/76 12:00AM	SFC	10/1/98 12:00AM	RIVERAMARRERO	RICHARD	NULL
12		9/3/03 12:00AM	NULL	PV1	9/3/03 12:00AM	DEVAUGHN	DUSTIN	TYLER

Step 12. Report

Figure 3-6

TRACKIN STER

CENTRALIZED PROMOTION BOARD

FOR

DTD FWD DATE TO HRC REC HRC REMARKS 890815 890815 890815 890815 DATE DATE NOTIFIED REV ARR DATE ERUP UIC BASD ETS 890815 890815 RANK DOR 123458131 CSM SSN OLIVER, S. NAME

Figure 4-1

			000	FY04 CWE,CW4, C	WECW		OMO	OMOTION BOARD	NOTY R	NOTY REW FWD	ZONE
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			-1 F					060051AVCO A	>		PROM
ALBERGHINI, MARCUS		CW3	155E	101					<		
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		_									
	_										
											i
BAILEY, PHILIP DEAN		CW3	153D	705			08	AV BN 01	×		BELOW
		-									

Figure 4-2



DEPARTMENT OF THE ARMY CHARLIE DETACHMENT 516TH PERSONNEL SERVICES BATTALION

NI 516TH PERSONNEL SERVICES BAITAL UNIT: 15493 APO AP 96218-5493

REPLY TO ATTENTION OF

EAPC-UA-C (600-8-19)

26 October 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Zones of Consideration for Promotion to MSG Selection Board

- 1. Reference PERSCOM MILPER Message 04-006
- 2. A Department of the Army Selection Board is scheduled to convene on 3 February 2004 to consider soldiers for promotion to MSG. Eligibility criteria are as follows:

Eligible criteria for promotion consideration to MSG: All Advanced Noncommissioned Officer Course (ANCOC) qualified SFC with a DOR of 3 Oct 01 and earlier and with a BASD between 3 Feb 81 and 3 Feb 96 (BOTH DATES INCUSIVE). Primary Zone DOR is 3 Feb 01 and earlier. Secondary Zone is 4 Feb 01 thru 3 October 01.

- 3. Soldiers in the following categories are <u>ineligible</u> for promotion consideration:
 - a. NCOs who sign a DCSS.
 - b. NCOs with an approved retirement.
 - c. NCOs with an approved DA directed denial of continued service.
 - d. NCOs with an approved local bar to reenlistment.
 - e. NCOs who do not posses a high school diploma/GED equivalency or higher.
 - f. NCOs who are ineligible to reenlist due to court martial conviction, confinement, or AWOL.
 - g. Special Bandspersons as defined in AR 600-8-19, PARA 5-2
- 4. Promotion to MSG requires a favorable National Agency Check, Local Agency Check, and Credit Check (NACLC) or Security Clearance of Secret or higher.
- 5. <u>RCP</u>- Army policy excludes soldiers from promotion consideration once they are within one year of their Retention Control Point (RCP) in their current grade as of the announced promotion board convene date. The purpose of this policy is to enable those selected for promotion to complete the two-year service obligation prior to reaching the RCP at the new grade, to ensure that soldiers who are approaching retirement are afforded ample time to solicit and receive mandatory counseling and processing so as to separate from the service in a timely manner, and to eliminate the extension of soldiers beyond their RCP which was prevalent prior to the implementation of this policy.

EAPC-UA-C (600-8-19)

SUBJECT: Zones of Consideration for Promotion to MSG Selection Board

- 6. NCO-ERs- AR 623-205 establishes an optional Complete-the Record NCO-ER for SFC competing for MSG. NCOs must have completed at least three rated months in their current duty position under the same rater as of 30 November 2003. Additionally, they must not have received a previous report for their current duty position. All reports generated must contain the following entry for type of report in Part I, Block G, 04, CTR/04/MSG. The ending month for the report will be Nov 03. Reports will not be signed prior to 1 December 2003. All reports must reach the PSB no later than COB 5 January 2004.
- 7. **Records Review-** All soldiers are highly encouraged to review and update the following:
- a. Enlisted Records Brief (ERB)- Soldiers identified at Encl 2 are in one or more of the zones listed above. These NCOs will be required to review their ERB on the date their unit is scheduled. Soldiers are highly encouraged to review their records during the time frame their units are scheduled, There will be no make up dates unless coordinated with the MILPO POCs. Confer with PSNCOs/Admin NCOs for designated unit review dates, times, and locations. This is the first MSG board that will only look at ERBs; no DA Form 2-1s will be forwarded for review. Soldiers are reminded to bring supporting documentation to update their ERB during the review. Special attention must be focused on eligible NCOs duty positions and titles. PSNCOs/Admin NCOs must contact SGT Love at 768-6497 or SPC Aragon for soldiers who are unable to review their records due to scheduling conflicts or for soldiers who are deployed/TDY, on leave, or are assigned to other installations.
- b. Official Military Personnel File (OMPF)- Soldiers may review their OMPF by logging on to AKO at www.us.army.mil and navigating to the "My Personnel" section. NCOs should be reminded that OMPF update documents must be forwarded through the Enlisted Records Section of the PSB no later than 5 January 2004. IAW AR 600-8-104, all documents must contain soldier's full name and SSN.
- c. <u>Photographs</u>-Each soldier must ensure that his/her official photograph is current. NCOs may call DSN 221-3732 or view the Personnel Data Snapshot via the internet at https://192.188.209.252/wrs/Personnel Data Snapshot.htm to verify the latest photo on file in their official record. Digital photos may be viewed online at https://isdrad15.hoffman.army.mil/dapmis/execute/ImageAcceptProlog. DA Photos are done at the Photography Section of the Training Support Activity Korea (TSAK), which can be contacted at 768-6910. Two (2) photographs must be signed and dated then submitted to the Enlisted Records Section (Bldg 1685, Room 112) no later than 5 January 2004.
- d. <u>Corresponding with the Board</u>-Eligible soldiers may write a memorandum to the President of the Board calling attention to matters that concern them. Memorandums must be specifically addressed to: President, MSG Promotion Board, c/o Cdr, USAEREC, ATTN: AHRC-EBA, 8899 E. 56th St, Indianapolis, IN 46249-5301. All correspondence must be forwarded to reach the board NLT 5 January 2004.
- 8. PACs must immediately contact the PSB to coordinate a date and time for the Enlisted Records Section to update the units Enlisted Records Brief (ERB) or schedule individual appointments for eligible soldiers. NCOs who have not received an appointed date and time to

EAPC-UA-C (600-8-19)

SUBJECT: Zones of Consideration for Promotion to MSG Selection Board

update their ERB from their unit within 5 working days of receiving this memorandum should contact their PAC prior to contacting the PSB.

9. Request immediate dissemination of this information to all eligible soldiers in your organization. POC for the Enlisted Records Section update is SGT Love at 768-6951 or SPC Aragon at 768-6497

FOR THE COMMANDER:

2 Encls

1. DA Message

2. Elig NCOs (SFC)

//original signed// KEITH A. LAURY CW2, USA Chief, Personnel Operations

DISTRIBUTION:

S1, 36th SIG Bn

S1, 307th SIG Bn

S1, 19th TSC

S1, 23rd CM Bn

S1, 728th MP Bn

S1, 20th ASG

S1, 16th MED Bn

S1, 168th MED Bn

S1, 837th TRANS Bn

S1, 160th SOAR

S1, 532nd MI Det

S1, 76th CID DET

S1, 6th ORD Bn

S1, 176th FIN Bn

S1, 16th MED LOG Bn S1, 20th SPT Grp

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		BASD PEBD			Date of Birth	Birthplace
VRIMO RTN CTRY MONTH TCS NUMBER OF TOURS	PSI Invest INIT			Reenl Elig/Prohib	Country of Citz	Sex/Kace
	PSt Invest Compl SECTION V - Foreign Language	Lost	PV2 PFC	·CPL	No of Dependent Adults/Children	Religion
DROS DEROS	Ē	DOK SGT	SSG SFC	MSG - 1SG	Marital Status	Spouse Birthplace/Citz
Conus departure date	0	DOR SGM - CSM	×		PULHES	Height/Weight
Date Description of Strives OS		SECTION	SECTION VII - Civilian Education	ition		
SOI		LEVEL COMPLETED		¥	EFMP Ot	#Cmd Sponsored
PDSI/YRMO	DLAB	INSTITUTION		ΥR	Physical Category	APFT Dt P/F
ASI	SECTION VI-Military Education	DISCIPLINE		۲R	Last Physical Exam	MMRB Results/Dt
Bonus Enlist Elig Ut	MELIMES	DISCIPLINE	COTTO SOLUTION			
Promotion Points/Y RMIO	Course	NUMBER OF SEMESTER HOURS COMPLETED	Tochnical Cartification		Home of Record	
Prev Promotion Points rawo Prom Select Dt		Course Name	Dt Certified	Ot Expires	Mailing Address	
					Contraction	
/ Dt		SECTION VIII	SECTION VIII - Awards and Decorations	orations	Mil Spouse SSN / MPC	
FA COMMO					Svc Comp / Dob Emergency Data Verified Date	ıte
5					SECTION X - Remarks	Remarks
Flag Start Dt Flag Expiration Dt					RGMT AFL	
					DATE LAST PHOTO	
	Correspondence Courses	·				
	Total # of Hours		(1)			
Date of Last PCS	nt Informatio	Date		-	- 1	
MO UNIT NO	ORGANIZATION STATION LOC	COMO	DUTY TITLE DA	DMOS ASILANG	-A1	

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12TH PREV									
14TH PREV									
15TH PREV									
17TH PREV									
19TH PREV									

ANSMITTAL RECORD		1. SECURITY CLASSI	FICATION 2, SHIPMENT NO.
	DCSPER	UNCLASSIFI	FD
D BRIEF/OFFICER RECO	ORD BRIEF	2004/02/27	2004/02/27
		7. NUMBER OF RECORDS TRA	ANSMITTED
600-8-19/AR 600-8-29			,
			1
nd telephone) JOE, SFC/DSN 724-6000		9. REQUIREMENT CONTROLS	SYMBOL <i>(AR 335-15)</i>
CORD SECTION		11. SHIPPED TO COMMANDER USAEREC ATTN: AHRC-EBA 8899 E. 56TH STRI INDDPLS, IN 4624 X RETURN RECEIPT REC	EET
		to sender.)	
SENDER		11a. TYPED NAME AND TITL	E OF RECEIVER
		11b. SIGNATURE OF RECEIVE	R AND DATE
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·)		14. NUMBER OF ITEMS	
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	PARCEL	2081	
magnetically recorded data)			
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BOARD INFORMATION

SOLDIER INFORMATION

Last PHOTO Date: 24-AUG-00

PUR Date: NOT ON FILE

Letter To The President: NOT ON FILE

DIEMS Date: 11.APR 89

RANK: SFC Pay Grade: E7 Acceptibecline Strut: NOT ON FILE

For more info on DIEMS click here

https://www.erec.army.mil/wrs/Personnel_Data_Snapshot.asp?

FIGURE 8